



**DEFENSE LOGISTICS AGENCY  
DEFENSE CONTRACT MANAGEMENT COMMAND  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT. BELVOIR, VIRGINIA 22060-6221**



IN REPLY  
REFER TO

AQOA

JUN 1 1 1996

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS**

**SUBJECT: DCMC Policy Memorandum No. 96-12, Guidance for the Defense Contract Management Command (DCMC) Utilization of the Internet and World-Wide Web**

This is a policy memorandum. It is in effect until content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All DCMC employees.

Effective, timely communication is a mission-critical process in our global organization. If we are to keep pace with the external change driven by acquisition reform, improve our internal processes, and continue to provide world-class contract administration services to our customers, we *must communicate better*. I do not want to miss this opportunity to help ourselves.

The availability and effectiveness of the Internet as a world-wide communications medium is undeniable. It is fast, reliable and inexpensive. It is experiencing exponential growth as commercial, government and educational enterprises embrace it. New and powerful features such as the World-Wide Web are becoming commonplace communications tools. In short, when it comes to "getting the word out," the Internet has become a "best practice."

One of our Ten Challenges is to improve intra-DCMC communications. The Internet is one obvious "best fit" solution for our need. It supports exactly those features this Command requires and it is available now. The DCMC Home Page has been installed on the Web and is available for use at the following Uniform Resource Locator (URL): "http://www.dcmc.dcrb.dla.mil." It is my intent to disseminate the preponderance of Headquarters information--policy, correspondence, meeting minutes, etc.--via this medium.

In cooperation with your staffs, the Defense Procurement CIM System Center (AQAC) and the Customer Support Team (AQOA) conducted a review of organizational requirements for effective utilization of Web technology. Based on the review findings, our plan of action is as follows:

- a. AQOA will develop a detailed program plan for the Web by June 15, 1996. It will include recommendations for Web Site improvements, introduction of new technologies for searching, downloading files, file compression and formatting, interactive access to databases, and commercial access alternatives.
- b. AQAC will identify and install a new search engine and file format (PDF) capability to be online by June 30, 1996.
- c. AQAC will publish Web "How to..." information by July 15, 1996. Most of our workforce has Internet access. We need to educate our personnel in use of the Web. This will include step-by-step instructions on how to get connected initially, as well as help/information "embedded" in our Web Site.



Every DCMC employee will be provided individual access to the Internet by September 30, 1997. We will plan, budget and implement Internet/Web technology which provides this Command with efficient connections to a DCMC Web Site containing the latest information and tools necessary for our organization to conduct its mission. I expect each District and every Contract Administration Office to fully implement this program plan and monitor its accomplishment. Progress will be reviewed at Executive Council meetings beginning in July 1996.

In the interim, local procedures must be established to provide, at a minimum, access by all employees to the contents of the DCMC Home Page. Questions concerning the implementation of Internet access should be directed to CAPT Dean Merrill, AQOA, (703) 767-2392.

A handwritten signature in black ink, appearing to read "Robert W. Drewes", with a stylized flourish at the end.

ROBERT W. DREWES  
Major General, USAF  
Commander